

SCOTTSDALE PUBLIC LIBRARY ADVISORY BOARD
MEETING MINUTES
Civic Center Library Board Room
June 18, 2003

Members Present: Judith Crider, Chair
David Berry
Lee Durning
Camille Schmidt
Linda Tardie
Nancy Walker

Others Present: Sharyn Pennington, Library Operations Coordinator
Debbie Tang, Library Manager, Special Projects/Facilities
Bill Pillow, Public Services Manager
Mary Johnson, Library Operations Manager
Jeanne Jones, Community Services Advisor

Call to Order

Mrs. Crider called the meeting to order at 3:30 p.m.

Approval of Minutes

Mrs. Crider asked for a motion to approve the minutes of the May 21, 2003 meeting. Mr. Durning so moved, Mr. Berry seconded and the motion passed unanimously.

Library Staff Reports of Current Events (A.R.S. 38/431.02 (K))

Monthly Statistical Report – Sharyn Pennington

| | <u>May 2002</u> | <u>May 2003</u> | <u>% Change</u> |
|--------------------|---------------------|---------------------|-----------------|
| Library Collection | | 752,427 | |
| Items Circulated | 158,553 | 155,820 | -1.7% |
| Attendance | 140,665 | 142,278 | +1.15% |
| Volunteer Hours | | 2,893 | |

Special Revenue Account Report – Sharyn Pennington

The Gift & Memorial Trust Account received \$140 for the month; expenses were \$1,200. In the Library Book Sale Special Revenue Account, May income from sales was \$13,400.87 and expenditures were \$12,194.26.

Library Director's Report – Bill Pillow for Rita Hamilton

Bill Pillow, representing Library Director Rita Hamilton, introduced Camille Schmidt, the newest member of the Library Advisory Board who was recently appointed by the Scottsdale City Council. Mrs. Schmidt is well known by the library staff as a Volunteer for several years, and serves at the Civic Center Library Reception Desk in library

administration as well as in the Civic Center Book Corral. Mrs. Crider welcomed Ms. Schmidt on behalf of the entire Board.

Mr. Pillow reported that the Summer Reading Program, one of our more popular programs, is well underway with 3,116 youth and 633 teens registered to date. Registration remains open and those numbers will increase rapidly.

Mr. Pillow announced that the June 16th Grand Opening of the Mustang Quiet Room was a success and thanked Board members Linda Tardie, Nancy Walker and Camille Schmidt for attending. Councilman Wayne Ecton and his wife also attended.

Mr. Pillow stated that July 1 is the start of the new fiscal year budget and, although the library funds are leaner, we are keeping our priorities going. Library fines and copy machine fees are increasing.

How'd We Do? Customer Feedback Report – Bill Pillow

The Board discussed the theft of CD-ROMs in certain textbooks, which had been mentioned on a patron comment card, and asked if there was a way to keep track of the date and manner of the disappearance. Staff responded that although measures are in place, theft can unfortunately occur in between the points of verification, and is considered a cost of doing business. We do not purchase textbooks that rely on a disk for their use; many times a disk simply accompanies a volume that we purchase.

Library Services Highlight: Volunteer Program – Debbie Tang

Debbie Tang oversees the Volunteer Program and reported that the library has an average of 210 volunteers a month, which is equal to 15 FTEs donating 31,500 hours a year and saving the library \$376,000 in salaries. Mrs. Tang explained the roles that Volunteers fill during the library's business day. She added that 130 teens have volunteered this summer.

Library Services Highlight: Online System Replacement – Mary Johnson

Mary Johnson reported that the Scottsdale library system uses a DRA software system to run the catalog, circulation, acquisitions and serials functions. It has been in place since 1986 and is cumbersome and time-consuming to use. We had intended to upgrade our system, but the vendor does not plan further development of the product. A library staff committee surveyed the current software market for a suitable replacement and developed an RFP that will be out for bid in July. Responses will be due in September and vendor demonstrations scheduled in October/November. This budgeted purchase is funded with Capital Improvement Project (CIP) funds.

Items Requiring Board Action

Expenditures

| | | |
|---|----|------------|
| Book Corral Promotional Items - Civic Center | \$ | 500 |
| Book Corral Promotional Items – Mustang | \$ | 500 |
| Book Corral Promotional Items – Palomino | \$ | 300 |
| Volunteer Graphics | \$ | 1,500 |
| Volunteer RAVE (Recognition Award for Volunteer Excellence) | \$ | 2,000 |
| Volunteer Program General Operating Supplies | \$ | 1,500 |
| Volunteer calendars | \$ | 1,100 |
| Contract instructors--Computer classes (for FY03/04) | \$ | 4,000 |
| SAT Workshop & Practice Tests (for FY03/04) | \$ | <u>100</u> |

June total \$ 11,500

After an explanation of the expenditures by Mr. Pillow and Board discussion, Mr. Berry moved to approve the June 2003 expenditures. Ms. Tardie seconded and the motion carried 6-0.

Library Fines & Fees Policy Revision

Mr. Pillow explained that upon the recommendation of the Citizens Budget Review Committee to the Scottsdale City Council, and with Council's endorsement, the Library was raising overdue fees per standard item per day from 10 to 20 cents. After discussion, Mrs. Walker moved that the Library Fines & Fees Policy Revision dated June 18, 2003 be approved. Mr. Durning seconded and the motion carried 6-0.

Display Co-Sponsorship: Constitution Commemoration Committee

Mr. Pillow explained that this display is a well-established, ongoing feature at the Scottsdale Libraries. Each year this committee holds a poster contest in the Scottsdale Unified School District to increase awareness of the meaning and significance of the U.S. Constitution and our Founding Fathers. Each fall, the winning posters for grades one through twelve are displayed in our libraries for six weeks. Until now, the Board has not been asked to officially approve the display. Mr. Durning moved to accept the Constitution Commemoration Committee's application for display co-sponsorship. Ms. Schmidt seconded and the motion carried 6-0.

Informational Items

Announcements/Issues for Future Discussion

Mrs. Tang reported that the deadline for the Teen Center design RFP was June 12, and we received four responses from Valley architects. Mrs. Tang and Rita Hamilton will

review the proposals and report on the selection at the September Board meeting.

Mrs. Crider reminded the Board that the next meeting would be on September 17, 2003.

Adjournment

There being no further business, Mrs. Crider called for a motion to adjourn. Mr. Durning so moved, Mr. Berry seconded, and the June Library Advisory Board meeting was adjourned at 4:22 p.m.

Mary Warner, Administrative Secretary